

EXPENSE CLAIM FORM - President, VP, Board

DATE August 13, 2015

VENDOR/STAFF# (as applicable) VP-0017

NAME
(Claimant/Payee) Andy Kenins

Position Board of Governor

Permanent Mailing Address: [REDACTED]

Itinerary and Purpose of Travel/Expense: Toronto-Banff return for July 2015 Board meeting

Rcpt no.	Date	Expense Type	GL Acct	Fund	Cost Centre	Activity Type	Activity Code	Sub-activity Code	Activity Locn	Description	NET Amount	GST Amount	Total Amount
1	7/22/2015	Travel-General (BOG)	3102	2100	890030	800				Air Travel to July BOG meeting	\$ 966.29	35.60	\$ 966.29
2	7/22/2015	Travel-General (BOG)	3102	2100	890030	800				Car rental (Calgary)	\$ 321.10	15.29	\$ 321.10
3	7/26/2015	Travel-General (BOG)	3102	2100	890030	800				gas	\$ 15.00	.71	\$ 15.00
4	7/22/2015	Travel-General (BOG)	3102	2100	890030	800				travel to Toronto airport	\$ 67.62	3.05	\$ 71.00
5	7/26/2015	Travel-General (BOG)	3102	2100	890030	800				transport to Toronto airport	\$ 67.62	3.05	\$ 71.00
6			#N/A	2100									\$ -
7			#N/A	2100									\$ -
8			#N/A	2100									\$ -
9			#N/A	2100									\$ -
10			#N/A	2100									\$ -
11			#N/A	2100									\$ -
12			#N/A	2100									\$ -
13			#N/A	2100									\$ -
14			#N/A	2100									\$ -
15			#N/A	2100									\$ -
16			#N/A	2100									\$ -
17			#N/A	2100									\$ -
18			#N/A	2100									\$ -
19			#N/A	2100									\$ -
20			#N/A	2100									\$ -
Total Expenses : A												57.70	1,444.39

GL Code Summary										
GL	Expense Type	Cost Centre	Fund	Activity Type	Activity Code	Sub-activity Code	Activity Location	NET Amount	GST	Total Amount
3101	Travel-General (Pres,VP)	890030	2100	800				-	-	-
3102	Travel-General (BOG)	890030	2100	800				1,386.69	57.70	1,444.39
3105	Travel-Accommodation	890030	2100	800				-	-	-
3106	Travel-Meals	890030	2100	800				-	-	-
3107	Travel-Incidentals	890030	2100	800				-	-	-
3610	Hosting	890030	2100	800				-	-	-
3611	Hosting (Alcohol)	890030	2100	800				-	-	-
6132	Travel Advance	890030	2100	800				-	-	-
	Other1	890030	2100	800				-	-	-
	Other2	890030	2100	800				-	-	-
	Other3	890030	2100	800				-	-	-
Total										1,444.39

Travel Advance	B		A
Balance Due to Claimant	A-B	\$	1,444.39

If Travel Advance exceeds expenses and the Centre is to be reimbursed, please attach top copy of cheque or the cash receipt to this claim.

ENTERED AUG 19 2015

Approver's Signature _____ Date _____

Robert Walker August 10, 2015

Approver - Print Name _____ Date _____

AUG 13 2015

Date _____

Return to Requestor (RTR)	V	Mail to Claimant
Requestor Name (if RTR)		
Requestor Dept (if RTR)		
Prepared by (if not claimant)		